

**COON CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS' MEETING**

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, April 14, 2025, at the Coon Creek Watershed District Office.

**1. Call to Order**

The meeting was called to order at 5:30 PM

Board Members Present: Mary Campbell, Jim Hafner, Erin Lind, Jason Lund, and Dwight McCullough.

Staff Present: Tim Kelly, Corinne Elfelt, Erin Margl, Erik Bye, and Michelle Ulrich

Guest (via Zoom): Jennifer Lattin – City of Columbus liaison

**2. Approval of the Agenda**

Board Member Lund moved to add Permit Item 11 – Sprague Driveway to the Consent Items. Seconded by Board Member Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Campbell moved to approve the amended agenda. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

**3. Announcements:** Jason Lund and Mary Campbell have been reappointed by Anoka County Commissioners to the Coon Creek Watershed District Board of Managers.

**4. Open Mic/Public Comment**

No one was present for comment.

**CONSENT ITEMS**

**5. Approval of Minutes of March 24, 2025**

**6. Administrator's Report**

**7. Advisory Committee Report**

**8. Approval of Bills for Payment**

Claims totaling \$336,281.17 on the following disbursement(s) list were issued and released upon Board approval.

Vendor	Amount
V0008--US BANK	6,210.67
V0010--A1 FLOOR AND CARPET CARE INC	1,119.30
V0014--ANOKA CONSERVATION DISTRICT	50,724.08
V0015--ANOKA COUNTY MN	10,318.59
V0015--ANOKA COUNTY MN	172.86
V0015--ANOKA COUNTY MN	2,005.00
V0015--ANOKA COUNTY MN	2,005.00
V0017--BITUMINOUS ROADWAYS INC	2,160.00
V0023--CAPSTONE HOMES INC	3,604.05
V0024--CITY OF ANDOVER	4,590.00
V0025--CITY OF BLAINE	2,005.00
V0025--CITY OF BLAINE	3,750.00
V0025--CITY OF BLAINE	2,010.00
V0026--CITY OF COON RAPIDS	28,800.00
V0028--CITY OF SPRING LAKE PARK	30,000.00
V0038--ENVIRONMENTAL SYSTEMS RESEARCH INST INC ESRI	6,300.00
V0047--AH IND SCHOOL DIST 11	2,460.00
V0054--MICHELLE J ULRICH PA	3,027.50
V0109--NATURAL ENVIRONMENTS CORPORATION	1,650.00
V0111--WELL GROOMED LAWNS INC	1,970.00
V0111--WELL GROOMED LAWNS INC	1,305.00
V0128--YTS COMPANIES LLC	3,893.75
V0137--HAUGO GEOTECHNICAL SVCS LLC	3,470.00
V0195--STANTEC CONSULTING SERVICES INC	2,346.00
V0195--STANTEC CONSULTING SERVICES INC	8,264.00
V0195--STANTEC CONSULTING SERVICES INC	380.00
V0195--STANTEC CONSULTING SERVICES INC	55,038.50
V0195--STANTEC CONSULTING SERVICES INC	25,332.30
V0221--ABDO LLP	5,466.67
V0221--ABDO LLP	5,000.00
V0221--ABDO LLP	2,600.00
V0247--POOP 911 OF MPLS STP LLC	1,181.40
V0342--PARK CONSTRUCTION COMPANY	4,500.00
V0352--HEALTH EQUITY INC	500.00
V0352--HEALTH EQUITY INC	778.06
V0352--HEALTH EQUITY INC	778.06
V0352--HEALTH EQUITY INC	29.00
V0360--PAYLOCITY	538.99
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	7,713.56
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,320.00
V0369--JAMES HAFNER	87.50
V0370--ASPHALT SURFACE TECHNOLOGIES CORP	2,950.00
V0371--CAPITAL TRUST DEVELOPMENT	12,148.81
V0372--ELDON HENTGES REV TRUST	2,538.75
V0373--NORTHDAL CONSTRUCTION CO	2,700.00
V0374--SBA COMMUNICATION CORP	2,778.50
V0375--SUMMERGATE DEVELOPMENT LLC	5,544.35
V0377--FAMILY OF CHRIST LUTHERAN CHURCH	9,063.85
V0378--LEGACY CHRISTIAN ACADEMY	3,152.07
	<b>336,281.17</b>

*The following permit item was moved to the Consent Agenda.*

**11. Sprague Driveway (P-25-002)**

The purpose of this project is widening of an existing driveway located at 522 134<sup>th</sup> Ave NE in Ham Lake, Minnesota.

**Description:** The applicant was proposing the widening of an existing driveway. The site disturbance is 0.04 acres with no new regulated impervious. The site drains toward County Ditch 23. The relevant water resource concerns are erosion and sediment control and floodplain. This corresponds to District Rules 3 and 6.

Staff recommendation was to Approve with two (2) Conditions and no stipulations as outlined in the Permitted Application Review Report dated April 9, 2025.

**Conditions to be Met Before Permit Issuance:**

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,020.00.

Rule 4.0 – Soils and Erosion Control

2. Update the Erosion and Sediment Control Plan to include the following:
  - a. A note to stabilized soils and soil stockpiles within 7 days of inactivity.
  - b. A note that streets will be swept clean of sediment by the end of each workday.

**Stipulations:** None

Board Member Campbell moved to approve the Consent Agenda Items. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

**POLICY ITEMS**

**9. Draft Sunrise Watershed Management (WMO) Boundary Correction**

Erik Bye, CCWD Planner, has worked closely with Ham Lake and Sunrise River Watershed Management Organization (SRWMO) for their concurrence on the boundary petition to correctly identify four (4) parcels that inadvertently were not included in the 2023 Sunrise River Watershed Management Organization and Coon Creek Watershed District boundary petition. After submittal, Board of Water and Soil Resources (BWSR) will make a determination of a sufficient petition. BWSR will then give public notice of the petition by publication in the legal newspaper and mail to the county auditor and each city. After public notice, BWSR will make a decision in 30 days. This should occur in June or July of 2025.

Bye noted that he is working with SRWMO to get a corrected copy of their letter of concurrence, the original having included an error. Once that corrected document is received, the documents will be ready for submittal to BWSR.

Staff recommendation is to direct staff to submit the 2025 SRWMO x CCWD Boundary Petition and corrected letter of concurrence from SRWMO to BWSR for review, public notice and approval.

Board Member Lund moved to Approve Petition Submittal with the corrected letter of concurrence to BWSR. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund and McCullough) and no nays.

**10. DRAFT 2024 Annual Report**

The DRAFT 2024 Annual Report was presented to the Board.

Staff recommendation is to approve the Annual Report at the April 28th regular Board meeting with corrections and suggestions.

Board Member Hafner moved to Approve the 2024 Annual Report at the April 28<sup>th</sup> Board Meeting. Seconded by Board Member Lund.

Board Member Campbell asked Board Member Hafner if he would be willing to amend his motion, since there were no additions, corrections or deletions to the draft, to Approve the 2024 Annual Report for release.

Board Member Hafner moved to amend his motion and approve the 2024 Annual Report at the April 14<sup>th</sup> Board Meeting. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund and McCullough) and no nays.

**PERMIT ITEMS – *(moved to Consent Agenda)***

**11. Sprague Driveway (P-25-002)**

**DISCUSSION ITEMS**

**12. Review and Discussion of Fees and Fee Structure**

Erin Margl, Watershed Development Coordinator, highlighted the fee and fee structure history including the Board's adoption of the current fee schedule on October 25, 2021, which is organized around project type and size. Escrow amounts were not assessed at that time. Margl noted there has not been a thorough review of the fee schedule since 2021 and escrow amounts have not been officially reviewed since 2012. The Board initiated the review of permit fees and escrows at the January 27, 2025, Board Meeting. The results of the review were included in the Board Packet.

The proposed changes include basing fees on District permitting rules. Another major change is not requiring escrows for small projects.

Staff recommendation was to adopt the proposed fee and escrow structure/schedule as summarized in the staff report provided.

Board Member Lund moved to approve the Proposed Fee Schedule. Seconded by Board Member Campbell. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund and McCullough) and no nays.

**13. Anoka County Hazard Mitigation Plan**

Erik Bye, District Planner, reviewed the staff report and the purpose of the Anoka County Hazard Mitigation Plan (HMP). Bye noted the HMP is to inventory and analyze the risks of natural hazards in Anoka County and identify mitigation actions to reduce or eliminate the impact of future hazard events. Local Mitigation Surveys are used in the HMP process to help inventory hazards, highlight local vulnerabilities, and most importantly to identify local mitigation projects to reduce hazard risks. The scope of this

item is specially to review, discuss, and provide feedback on staff's responses to this Local Mitigation Survey.

Bye stated the Anoka County HMP is currently being updated. CCWD intends to participate in the plan update process to become eligible for FEMA/State grants. This could potentially be a large revenue source for future CIP projects, supported by a 2019 FEMA report that indicates every dollar spent on mitigating future hazards, saved the public 6 dollars in recovery costs. FEMA grants will help blunt impacts of large projects to local tax base. Also of note, hazards caused by changes to rainfall, flooding, and erosion are predicted to become more common in the future if the underlying risks are not mitigated

Staff requests feedback on the draft responses to the Local Mitigation Survey, included in the Board Packet.

Board Member Hafner suggested some minor changes to the response including "Board of Managers" instead of "Board" and to define abbreviations used in the responses that may not be familiar to non-technical readers.

Staff recommendation was to receive the report.

Board Member Lund moved to Receive the Report. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund and McCullough) and no nays.

#### **14. Preliminary 2026 Budget Forecast (At Board Meeting)**

Tim Kelly, District Administrator, previewed what he will be presenting at the next meeting concerning the budget forecast. Due to uncertainty and the volatility of the financial situation, Kelly said he would be reviewing multiple firms forecasting and would report on it at the next Board Meeting.

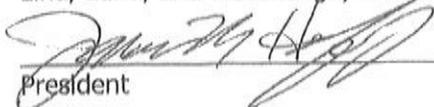
#### **15. Preliminary Discussion on Minnesota Watersheds Resolutions**

Tim Kelly discussed the timeline for submitting proposed resolutions included in the Board Packet. The resolution concerning the state permitting efficiency will be coming before the Board.

#### **INFORMATIONAL ITEMS**

##### **ADJOURNMENT**

Board Member Lund moved to adjourn at 6:12 pm. Seconded by Board Member Campbell. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

  
President

